

Instructions for adding additional participants to receive notice:

- 1) Log into Nebraska CM/ECF site
- 2) Go to Utilities → Maintain Your Account
- 3) Click on Email information at the bottom of the page
- 4) Select the Secondary e-mail address that you want to receive notice. If a secondary address is not listed, you will need to add one.
- 5) Under Case-specific options, enter the case number(s) that you want the secondary e-mail address to receive notice in.
- 6) Once the case number is entered, it will appear under the section, "These cases will send notice per filing."
- 7) Select Return to Person Information Screen
- 8) Click Submit
- 9) The Secondary e-mail address will show and you may view the case list to be certain the case added appears in the list.

Configuration options

Testing@ned.uscourts.gov

Should this e-mail address receive notices? Yes No

Should this e-mail address receive notice for all cases in which this individual is a participant? Yes No

Verify free look use when viewing NEF documents? Yes No

How should notices be sent to this e-mail address? Per Filing Summary Report

In what format should notices be sent to this e-mail address? HTML Text

Should this e-mail address receive general announcement notices from this court? Yes No

Case-specific options

Add additional cases for noticing